

The Society of Ohio Archivists

The Ohio Archivist

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ARCHIVES & SPECIAL COLLECTIONS, OHIO UNIVERSITY LIBRARY

Ohio University hosts fall program: "Back to School"

The fall SOA meeting on September 28-30 will be hosted by our friends at Ohio University in Athens. George Bain and Doug McCabe will provide a very interesting and substantive program. There will be sessions dealing with topics such as geographical information systems, creating a web server, southeast Ohio scholars and their use of archives, scanning/graphics, the OHRAB and preservation agenda plans, communications students as users, and current legislation. There will be some one-of-a-kind tours: the old lunatic asylum, the Ohio University campus, and Archives/Special Collections. On Saturday a free-form

discussion on professional topics is envisioned, and the Archives 101 workshop will be given.

An innovative addition will be a program for spouses of SOA members. This will include a fee and will feature a trip/tour to Marietta, shopping in Athens, and the Betsy Mills Inn. A Court Street shuffle will be led by Charlie Arp (time to be announced). The program promises to be lots of fun in addition to being educational! The above is as of time of printing; final arrangements will be in the meeting brochure, to be mailed separately. For up-to-date information contact George or Doug: 614/593-2710, FAX 614/593-0138.

SOA STRATEGIC PLAN

Draft discussed at Council meeting June 9, 1995

1. **GOAL:** The Society of Ohio Archivists will do whatever is feasible to advance archival institutions and the archival profession within Ohio.

Objective: Continue to structure meetings to include sessions which would be of interest to both the amateur and professional archivist. Workshops, especially Archives 101, should be used to attract the amateur archivist or persons in related professions.

Objective: Continue to hold the fall meetings at different locations around the state. Perhaps hold a meeting at a small historical society or local library.

Objective: Consider joint meetings with other organizations or professional groups, such as librarians, to foster cooperation and the sharing of resources.

Objective: Continue to plan and administer meetings, workshops, and special projects with the understanding that the Society has limited financial and human resources.

Objective: Survey the existing membership to determine the profile of the members. Use this information to plan meetings or special events as well as recruitment of members. (Dennis Harrison and Nancy Erdey suggest we look at the number of archivists in religious orders.)

2. **GOAL:** The Society of Ohio Archivists will make a concerted effort to recruit members from similar organizations and the amateur archivists within Ohio.

Objective: Continue the annual membership drive through the Membership Committee. Hold the membership drive earlier in the year, perhaps late summer or fall. (This would allow the Secretary-Treasurer to get the fall newsletter to new members quicker.)

Objective: Solicit the nonmembers who attend our meetings.

Objective: Offer incentives for new members. Register people for the meetings or workshops and offer them a free membership for one year.

Objective: Coordinate membership and meeting publicity mailings with other organizations such as the Ohio Genealogical Society. (We have exchanged membership lists for mailings.)

3. **GOAL:** The Society of Ohio Archivists' education program should continue to provide continuing education to the state's professionals while seeking to provide basic archival education to all of the state's amateur archivists.

Objective: Create a three-tiered education program: basic, intermediate, and advanced.

Objective: Continue Archives 101 as the basic workshop. Develop a schedule for the offerings and announce the schedule on the listserv, in *Ohio Archivist*, and in other publications such as the *Local Historian*.

Objective: Identify national experts who would be willing to teach advanced workshops. Contact SAA, MAC, and other resources. Use the SOA Specialized Skills list as a possible source for speakers.

Objective: Develop the list of Ohio archivists who are willing to teach the workshops. (Individuals volunteered at the retreat.)

Objective: Develop a public relations program to emphasize the

lack of advanced archival education courses within the state. This should include contacting the Ohio Board of Regents.

4. **GOAL:** The current procedure for dealing with legislative concerns and similar issues are adequate and need not be changed.

Objective: Continue to keep the membership informed of significant legislation, and encourage the members to take appropriate action on their own.

Objective: Poll the membership on issues if possible, but recommendations may be made without consulting the membership if time is of the essence.

Objective: Use the listserv, *Ohio Archivist*, and special mailings to disseminate information and poll the membership.

Objective: Appoint an information officer to coordinate the dissemination of information. (See Goal 6.)

5. **GOAL:** The Society of Ohio Archivists should increase its participation and visibility in Archives Week.

Objective: Contact SAA officers and encourage them to consider a nationwide archives week. Submit the reports of the past Archives Week as examples of the work we have done in the state of Ohio.

Objective: Contact NHPRC and other agencies to seek financial support.

Objective: Call for participation from the membership. Include in the first dues notice an insert about the upcoming Archives Week celebration.

Objective: Create a speakers bureau within SOA to respond to outreach possibilities. (See Specialized Skills List.)

Objective: Vary the themes of Archives Week to include exhibits and events that celebrate what archives and archivists are and what purpose they serve.

6. **GOAL:** The Society of Ohio Archivists should adopt administrative measures to encourage the completion of long-range goals.

Objective: Create or maintain the following committees or task forces:

1. **Membership Committee**—purpose: to solicit new members. Members should include a chair and the Secretary-Treasurer. Other members can be appointed as needed.

2. **Merit Awards Committee**—purpose: to identify and recognize those individuals in the state who have made an exceptional contribution to the archival profession. This committee should be chaired by a member of Council.

3. **Nominating Committee**—purpose: to develop a pool of candidates to run for SOA offices and Council at the spring meeting. This committee is chaired by a member of Council. The chair selects two SOA members to serve on the committee.

4. **Education Committee**—purpose: to develop and teach an archival course curriculum based on a three-tiered approach. Council decided to establish two co-chairs for this committee: one is responsible for scheduling and

Room in SOA for all who preserve Ohio history

By all accounts, our spring meeting was a resounding success for Ohio archivists. Attendance was good, the program was great, and there were ample opportunities to meet and greet colleagues. This is an opportunity to thank, on behalf of the members, program chair Jennifer Songster-Burnett, Charles Arp and Jane Sferra for local arrangements, Michael McCormick for his leadership as president of the Society, members of Council, and all of the session chairs and participants for their contributions. These folks made it all happen.

The upcoming meeting at Ohio University on September 28 to 30, 1995, offers substantive sessions, fall color guaranteed, a chance to visit the birthplace of Archives Week in Ohio and an Ohio Network of American History Research Center, and many other surprises and enticements. George Bain and Doug McCabe, Local Arrangements Committee *extraordinaire*, have shown unmatched zeal as hosts. Expect the best.

At the June 9 Council meeting, Dennis Harrison reported that our current membership is 247 and growing, which is an all-time high. This new prosperity means, I guess, that we are headed in the right direction in fulfilling the purposes of the society as stated in Section Two of our *Constitution and Bylaws*:

The Society of Ohio Archivists is established to provide a means for individuals employed in archives and manuscript repositories in the State to work together to promote the appreciation and preservation of the manuscript and archival resources of the State...

The closer SOA comes to having all archivists as members, the more able it will be to achieve its goals. Section Two of the constitution also encourages

"fruitful cooperation with professionals in related disciplines", suggesting that non-archivists might well want to join our ranks. After all, genealogists, veterans' groups, historical sites and societies, among others, might support an organization which strives to preserve Ohio history.

With thoughts like these in mind, the Council adopted a strategic plan [see a draft copy of the plan on page 2 in this issue] based on goals which the February 1995 SOA retreat suggested and the membership reviewed at the spring meeting. The plan specifically calls for a "concerted effort to recruit members from similar organizations, and the amateur archivists within Ohio."

To facilitate completion of the entire strategic plan, Council established, or in some cases recognized, five standing committees: Membership, Merit Awards, Education, Public Information, and Archives Week. These five, along with two existing committees (Nominating and Program) give the society a means to implement its agenda. Council charged committee chairs with reporting and receiving input at each Council meeting. This arrangement gives SOA a structure, encourages linkages between Council and the membership and involves more members, making an ambitious program possible.

Other news? By now SOA members should have a copy of *The Ohio 2003 Plan* and *To Outwit Time*, Ohio's blueprint for improved access to and preservation of its historical records.

George Parkinson
President, Society of Ohio Archivists

conducting the Archives 101 workshop; the other is responsible for developing the advanced workshops.

5. **Program Committee (different for each meeting)**—purpose: to plan, coordinate, and administer the sessions and events of an SOA meeting. A member of Council should serve on the Program Committee for each meeting.
6. **Public Information Officer**—purpose: to keep the membership informed about issues concerning archives, including legislative matters, meetings of archival groups, and individual and institutional achievements around the state. This person does not have to be a Council member, but he/she should work closely with the Secretary-Treasurer and the *Ohio Archivist* editor.
7. **Archives Week Task Force**—purpose: to enhance the awareness of the archival profession through exhibits, lectures, and other public relations activities. The chair of this task force does not have to be a member of Council. However, the Secretary-Treasurer should expect to be involved in financial matters and public relations.

COUNCIL ACTIONS

April 7, 1995

Approved a committee to draft a strategic plan—chair Ken Grossi; Dawne Dewey appointed to chair Nominating Committee. Public information officer named (Pat O'Brien), responsible for public relations with other societies, press releases and keeping listserv updated; to work with Secretary-Treasurer and Editor.

June 9, 1995

Concern about expenditures at spring meeting; possibility of raising registration fee. Membership—196 individuals and 52 institutions, total 247—discussion of how to recruit more members, possibly from religious archivists and attendees at SOA meetings. Strategic plan approved. Archives 101 to be presented Sept. 30 in Geauga County with Geauga Co. Historical Society. SOA to have booth at SAA meeting in Washington.

The conservation of documents in Cuba: The National Archives conservation policy

ABSTRACT

The National Archives of Cuba has in its safekeeping more than 25 kilometers of original documents dating from the sixteenth century to the present. The work of conserving these holdings requires a policy which encompasses their chemical, biological and entomological preservation, as well as the adoption and regulation of systems designed for the automation, microfilming and restoration of the document collection. The present work sets out the results obtained by the National Archives of Cuba in the conservation of documents, and its strategy for future conservation is sketched out.

BACKGROUND

Among the holdings of the National Archives of Cuba are more than 25 kilometers of documents, ranging from those preserved by the Spanish authorities, beginning in the sixteenth century, to those being generated at the present time—all of which constitutes a documentary legacy of incalculable value.

Unfortunately, for many years, the work of conservation was not given the importance it deserved. This, combined with the natural aging of material resources and the harsh effects of our climate, has caused great—at times irreparable—damage to our documents, with the consequence that our archival holdings show an advanced degree of deterioration due to mildew, bacteria, insects, mishandling and generally destructive conditions, including high relative humidity, heat and rust. It is therefore necessary to devote major resources to restoration, while not losing sight of the need for preventive steps to ensure that such activities are not necessary in the future.

Prevention and restoration require a multidisciplinary approach, both in studying the causes of deterioration and in determining methods for restoring documents that have been damaged. This means tapping fields such as physics, chemistry and biology to develop a complex of activities which guarantee the establishment of a suitable conservation policy harnessing scientific investigation to the task.

PRESERVATION MICROFILMING

The National Archives of Cuba has been working along these lines for some time now. Among the technical tasks undertaken, the most ambitious in terms of both size and importance is the creation of a backup collection, which means nothing less than copying the holdings of an archives onto microfilm in order to safeguard the information in case of a natural disaster or act of war. To do this we need the equipment which will enable us to make permanent copies, plus an efficient system for locating and retrieving information. This backup collection must be stored in a place which is secure and affords the necessary conditions for its preservation, while permitting the reproduction of copies to accommodate users.

On 9 November 1993, a modern microfilming laboratory was opened in the National Archives with equipment in large part donated by Spain's University of Salamanca. In this laboratory, the



The Faculty of Communications building, University of Havana, on Calle G in Vedado, Havana, where archival and records management courses are taught

work of putting the *Gobierno General* collection on microfilm has begun. The latter institution was created in 1874 as a replacement for the *Gobierno Superior Civil*, but with the same functions as the earlier organization. Thus, its records were a continuation of earlier archives of the same kind, dating from 1633 to 1898 and dealing with general and local administration, customs receipts, population censuses, property registers, civil construction, railways, fire brigades, navigation, cockfighting, mineral baths and waters, and fairs and markets, as well as many other matters.

CLIMATIC MONITORING

Another of the technical activities which we are carrying out is the measurement twice a day of climatic conditions in storage areas, using methods developed by our staff. This allows us to verify the average annual temperature and relative humidity in individual storage areas on each floor, as well as in the archives as a whole. Thus we can easily detect sudden variations in these factors which can be highly destructive of documents. Moreover, the recording of these parameters not only enables us to monitor climatic conditions in storage areas and trace their behavior over time, but also allows us to recommend at any time where a given type of document should be stored and to forecast the damage that harmful biological agents are likely to cause.

FUMIGATION/DISINFECTION

Another essential conservation measure, especially for archives in a tropical climate where insects and microorganisms proliferate, is fumigation and disinfection.

A highly effective and widespread procedure is to apply fumigants such as ethylene oxide gas in hermetically sealed chambers, or methyl bromide in sealed rooms. However, these procedures are very dangerous because of their high toxicity, and to apply them requires a number of conditions which we do not have.

We have therefore chosen instead to use an organosynthetic spray which includes insecticides of the pyrethroid group, which are the most effective since it has been shown that insects have built up little resistance to them. This fumigation treatment is normally applied once a month.

Twice a year we also distribute rat bait with Klerat as its active ingredient.

Following methods worked out by our microbiology laboratory, we disinfect the premises approximately four times a year with 40 percent formaldehyde and potassium permanganate. This has enabled us to reduce microflora in the storage areas by some 50 percent. These methods have been adopted throughout the National Network and are now standard procedure for disinfecting all document storage areas.

LABORATORY RESEARCH

Multidisciplinary scientific research in the field of preventive conservation has likewise resulted in a number of advances.

In chemical tests, the effectiveness of the restorative process carried out in the National Archives has been demonstrated with samples of national offset paper in two weights: 60 and 70g/m². These were subjected to artificial thermal aging processes at 194°C for 72 hours, before and after restoration. The restored samples which were subjected to various mechanical tests had better all-around resistance, rippability and shatter indices, sizing and pH values than those which had not been restored. Structural invariability of treated samples was demonstrated by means of X-ray analysis, which showed no change in diffraction patterns, proving that it was the mechanical and chemical properties (rather than the structure) of the paper that were affected by test conditions. As was to be expected, the quantity of cellulose and α -cellulose in these samples diminished, but not the amount of copper—which, in fact, tended to increase. This seems to indicate that the proportion of impurities rises with aging.

Another of the chemical experiments compared the characteristics of several adhesives used in restoring documents—including carboxymethylcellulose, methylcellulose and wheat flour—to determine the most suitable one for conservation. Samples of 70 g/m² bond paper were subjected to manual restoration with aqueous deacidification in sodium tetraborate for 15 minutes, and then treated with the three strengthening agents mentioned above. Finally, their aging kinetics were measured in reflectivity tests to establish the comparison of the samples' color restoration. Of the three adhesives tested, methylcellulose showed the best properties, in that it retarded the formation of chromophore groups which are responsible for the yellowing of paper. Wheat flour presented the worst properties in this regard.

Measurements of pH by the contact method and by aqueous extraction were also compared, since the relationship between these methods is unclear in the bibliography on conservation. Our conclusions are that pH values obtained by extraction are slightly higher than those obtained by the contact method, and that contact time has no effect on the values obtained.

ENTOMOLOGY

Among the factors causing the greatest deterioration in documents in our country are insects. In the entomological laboratory of the National Archives, we study those species which feed primarily on paper. The aim is to find effective means for controlling these insects and their larvae, the latter representing the most destructive phase of their life cycle.

In the Archives' holdings we have found the following species, in order of importance:

Lasioderma serricorne. Adult insects of this species create perforations in which to deposit their eggs, and in the larval state they tunnel through paper, causing great damage to documents. Hence in our judgment, this is the most important species involved in the deterioration of documents.

Periplaneta brunnes, *Blatalla germanica* and *Periplaneta americana* (cockroaches). They deposit egg capsules in documents and also wreak great destruction with their mandibles.

Liposcaila sp. (small book flea). These can produce small areas of damage in documents.

Specimens of dead insects have been found which belong to other

species such as *Catorama* sp., *Neogastrallus* sp., *Tribolium castaneum*, *Cryptotermes* sp. (termite) and some others which we consider of minor interest since they appear only rarely and do not seriously damage documents.

We have also found some acarids, including species of the *Glyciphagida* family, that consume mildew or organic material, and others of the *Cheyletidae* family, some of which prey on other acarids.

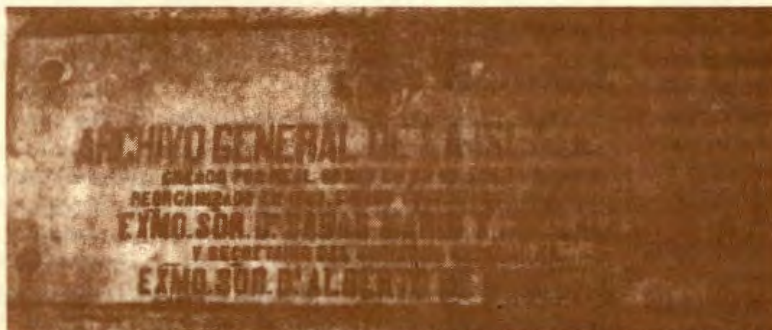
Other specimens have been collected which we still have not been able to place taxonomically.

In addition, we are currently using biological testing techniques to determine the effectiveness of various natural insecticides or potentially toxic substances known to have an antiseptic or antiparasitic effect, including *Lawsonia inermis* and plants with the common names paradise, tobacco, incense, anamú and apasote.

The plants were identified by specialists at the National Botanical Garden and the Institute of Ecology and Systematics of the CCA, dried at 40°C in a forced air oven for three days, ground to powder in a beater, and then preserved in amber flasks until the extract was prepared in a commercial distilled alcohol maceration at 90°C.

For the test, insects of two species which are pests of stored products as well as infesting libraries, museums and archives (*Tribolium castaneum* and *Lasioderma serricorne*) were selected. Specimens were grown in our entomological laboratory on corn feed dried at 100°C in glass beakers under natural conditions, with an average temperature of 27.5°C in summer, 22.5°C in winter, and a relative humidity of approximately 71 percent.

The test consisted of exposing 25 adult insects on Whatman No. 1 filter paper impregnated with plant extract solution at the highest



Stone plaque at the entrance to the Cuban National Archives

concentration, for different exposure times and using a control sample. For each length of exposure, the mortality, longevity and reproductive capacity of insects were determined, the last through direct observation of oviposition on the impregnated paper.

The experiments showed that in general the extracts tested had little toxicity for the species of insects used in experiments, except for the extract of *Chenopodium ambrosioides* (apasote), which—at a concentration of below 0.032 g/L—produced the greatest mortality among adults of *Lasioderma serricorne* (tobacco weevil) and prevented oviposition on the impregnated paper.

Ultimately, it was recommended that this species of plant be tested in various concentrations to determine the diagnostic dose, and that it be considered as a possible source of extract for controlling the development of the tobacco weevil, a dangerous pest of warehouses, libraries, museums and archives.

RESEARCH ON FLORA

Though they do not have the same destructive force as insects, mildew and bacteria also damage documents and are therefore also being investigated by the National Archives.

The microbiologists in our laboratories have taken air samples at many archives, isolating approximately 300 colonies of bacteria and 100 of fungi per storage area, corresponding to various types and species. The main genera of bacteria with their frequencies of occurrence were *Bacillus* (58%), *Lactobacillus* (25%) and *Micrococcus* (16%). Species of the genera *Flavobacterium*, *Staphylococcus* and *Streptococcus* were also found, but with lower frequency.

The most frequent genera of fungi were *Aspergillus* (36%), *Penicillium* (23%), *Cladosporium* (10%) and *Fusarium* (10%). Less frequent colonies of the genera *Rhizopus*, *Alternaria*, *Mucor*, *Geotrichum*, *Sporotrichum* and *Trichoderma* were also encountered, and 95 percent of the microorganisms isolated showed various degrees of cellulolytic capacity.

To combat these pests, new disinfectant formulations were designed from available products and have shown *in vitro* magnificent microbicidal properties against this broad spectrum of mildew and bacteria which frequently infest our storage areas. These include a 1.25% hydroquinone solution in ethanol, supplemented with 0.1% aluminum chloride; 0.1% lignin in ethanol; 2.5% dichlorophenol in ethanol and a residual mixture of 2.4 dichlorophenol and 2.4.6 trichlorophenol in a ratio of 90:4 in 0.5% ethanol. These last two formulations were designed using products synthesized by the Chemical Research Center of the Ministry of Basic Industry, which are obtained as residual products in a technology for coloring benzene.

EPIDEMIOLOGY

On another topic, an epidemiological survey was carried out at the Center to detect the sources of current and past illnesses suffered by the staff, particularly those which may be connected with atmospheric conditions within storage areas. The problems investigated included: allergies, asthma, skin problems, respiratory disorders, nasopharyngeal afflictions, and eye and ear infections.

Starting with the identification of illnesses that the workers currently present, a program of medical investigation was worked out in cooperation with the Departments of Allergy and Dermatology and the Microbiology Laboratory of Calixto García Hospital. Identified among the germs directly isolated from the lesions and infections were microorganisms such as *Streptococcus beta-hemolyticus*, *Staphylococcus epidermis*, *Staphylococcus aureus*, *Streptococcus alpha-hemolyticus*, *Geotrichum candidus*, *Trichophyton rubrum*, and other species of fungi which may be connected with sicknesses suffered by workers, such as onychomycosis, skin lesions and allergic manifestations.

In every case, workmates were studied, treated and referred to the appropriate specialists, with a view to advising suitable treatment.

CONCLUSION

These, then, are the measures we have taken to establish effectively the biological controls necessary to protect our archives, and without which any other effort to preserve documents—especially in tropical countries—becomes useless.

A number of our documents have already been damaged, and the danger of complete disappearance is great. We are, however, making great efforts to save them, and to achieve this—as well as, of course, to restore our holdings in general—we are striving to ensure that undamaged documents will not suffer damage, and that the degree of deterioration in those which are already damaged will not increase.

Luis Frades, vice director
Milagros Vaillant, archivist/microbiologist
Rene López, archivist/entomologist
National Archives of Cuba

ADDENDUM/ERRATUM TO CARLOS SUÁREZ BALSEIRO'S ARTICLE "WILL OUR PAST BE PROLOGUE?" IN THE SPRING 1995 ISSUE

Page 7, Note 6 should read as follows:

6) Ruhnka, J. C. and S. Weller, "The Ethical Implications of Corporate Records Management Practices and Some Suggested Values for Decisions," *Journal of Business Ethics* (USA) 9 (1990): 84.

Havana Report

April, 1995



In April 22, your editor met with Carlos Suárez Balseiro, President of the Asociación de Archivistas de Cuba and our contact at the University of Havana, and met his vivacious wife,

Marilyn, over dinner at the Hotel Habana Riviera. Then on April 24, I visited the Faculty of Communications of the University of Havana and met with Sr. Suárez, Vice Dean Norma Barrios, and faculty member Victor Manuel Garcías. The school is housed in an old mansion some distance from the campus proper. I visited the library, and although I did not examine the collection in detail, it was apparent that more donations are needed of materials that are current and really focus on archives/records management. As we already knew, long runs of serials are the most precious items, and also the most difficult to obtain. They are most needed by students doing research and by practicing archivists trying to expand their knowledge.

There is a small computer lab where the students can work on familiarizing themselves with the electronic world. A computer technician struggles valiantly to keep the machines operating, but the problems of trying to keep things going without adequate funds can be imagined. These PCs are off limits to faculty and researchers except at night or at other times when the students are not using them.



Front door of the Archivo Nacional, on the Calle Compostela, near the port in the southern part of Old Havana.

The classrooms are large and the classes looked very well attended. The building itself is quite beautiful, with wrought iron, beautiful wood, carved marble, and stained glass everywhere. On the other hand, Sr. Suárez was lamenting, as many of us do about our buildings, that it leaves much to be desired, not having been designed for educational purposes.

The meeting with Vice Dean Barrios and Sr. Garcías made clear that Cuban archivists in general and the archives/records management faculty of the University of Havana in particular (as far as I know, the only place where the subject is taught) are very excited about contacts with the U.S. archival/records management world. The meeting was very friendly and informal, as are interpersonal relations in general in Cuba. The Vice Dean presented me with a letter of appreciation to SOA for what it has contributed, and she emphasized that our relationship has already meant a lot to Cuban archivists.

Sr. Suárez pointed out that the U.S. connection has done some good in helping archivists point out the need for organized records retention. He told me that, after seeing the support the Association is getting from abroad, some organizations have begun to pay attention to its message. Having articles appear in outside publications lends professional authors extra appeal and credibility among their "resource allocators" and their public, as it does in this country. Two examples were given. The Instituto de Ingeniería Genética y Biotecnología recently asked the faculty at the school to provide a course on records management/archives; Sr. Suárez will begin teaching this on-site at the Instituto in November. At the Organización de Comercio Exterior, the managers are young and active and interested in the development of the organization. They have had quite a lot of success in business activities. They read his article and took it seriously; they then came to the



The librarian, standing in an enormous box in which books arrived from Ohio University

University to ask about putting into practice a modest records management program..

When I asked in what other ways SOA could be helpful, the archivists replied that help is needed in two areas:

1) At the University of Havana—Because of the heavy use students make of the limited computer resources at the Faculty of Communications, faculty members cannot make good use of computer capabilities for their own projects. A PC is needed which can be dedicated to a database of professional information. It need not be brand new, but it would be most helpful if it had at least 400MB of memory. The database project (which has been christened Proyecto REFAC, for "Referencia y Factografía") will ultimately be an outreach tool to make people outside the profession realize that archives can be useful and that records management is a way to make their organizations run more efficiently. It will be used by various sectors, including, of course, the university environment, but also outside users such as people working in the tourism industry. Information in the database will be from various types of sources: governmental, social, private organizations, and individual people.

2) A second area where Ohio archivists can make a difference is by writing a letter of support for a new "special interest group" in archives and records management, to be supported by the Sociedad Cubana de Información Científico-Técnico (SOCIT). The interest group is needed because in Cuba, and in Latin America as a whole, professional instruction in the care of records too often covers only traditional aspects: paleography, conservation and restoration,

THE CUBA PROJECT

The Cuban archivists have sent a letter thanking us for our help. They still need our support for their library. Any archival or records management literature you may be able to spare can be donated. Professional journals are greatly appreciated, as they are hard to get; the longer the run of issues, the more useful they are for student research. The education program at the University of Havana also needs a PC with at least 400MB of memory so that an archival information database can be established. Anyone with donations can call the Editor at 216/444-2929 (see also address on back page).

April 24, 1995

To the Members of the Society of Ohio Archivists, Our Friends and Colleagues:

We would like to express our gratitude to all members of the Society of Ohio Archivists (SOA) for their important contribution and support of our work and studies in the area of archives administration and records management in order to emphasize the significance of archives and records for society.

This letter is a modest but sincere acknowledgment of Cuban archivists and professors and students of the Faculty of Communication at the University of Havana; please accept it.

Thank you!! Muchas gracias!!

(signed)

Dra. Enma Fernández Arner
Dean, Faculty of Communications
School of Journalism

Lic. Norma Barrios
Vice-Dean, Faculty of Communications
School of Library & Information Sciences

etc. New methods are few and far between. The National Archives has inaugurated a project to automate accessions, but this is not sufficient, and it has not been completely successful because archivists' minds have been too slow to grasp newer concepts. A special interest group would help to promote collaboration between archivists at the National Archives and elsewhere to get interest going in up-to-date improvements to techniques and services and to face the challenge in records management. In inaugurating such an effort, a letter of support from outside would most helpful in convincing resource allocators that it is a useful venture.

OTHER ACTIVITIES

Within the Faculty of Communications, there are various courses on archival/records management topics in different areas of the curriculum. Sr. Suárez is trying to consolidate them in a graduate curriculum. His areas of interest are records management and archival education. Sr. Garcías' specialty is reference. He has published papers on the subject and is presently engaged in a study of reference work around the world. He was the originator of the REFAC database project that will bring archival information to users in important areas of the economy.



The Communications building, formerly the home of a wealthy family, boasts such exquisite details as this stained glass window in the main stairwell.

All the archivists are involved in preparing for an International Congress of Information, to be held in Havana this fall, on September 25-29. Sr. Suárez is to give a seminar on aspects of archives and records



Vice Dean Norma Barrios, Fred Lautzenheiser, and Prof. Carlos Suárez Balseiro, our contact in Havana

PHOTOS/FRED LAUTZENHEISER

management. It is also hoped that the Congress will give some impetus to the new special interest group and other efforts by information professionals as a whole.

While archivists in Cuba do not yet have the wide public support of users that we have here (viz., genealogists, local history buffs, Civil War enthusiasts, etc.), Sr. Suárez' next project after the Congress is to begin locating sources for genealogy in the National Archives.

I was not able to talk with other faculty members extensively about specific projects, as I visited them in the middle of a school day, and they were only able to spend a limited amount of time talking. (I did get to meet a few students.) At the moment I arrived in the library where our donations are going, the librarian was standing in a large box from which he was removing the last of many books. I asked where they had come from, and the answer was, amazingly—Ohio University! (Incidentally, the materials from the Ohio Historical Society and Ohio State that were sent several months before had not yet arrived. Nothing we have sent so far, however, has been lost, no matter how long it takes to get there.)

All in all, this trip was much more informative than last year's. I still did not get to see behind the scenes at the National Archives. I visited the building, but was not able for one reason or another to get inside, although I got a look at the reception hall and did get some photos of the outside.

I apologize for any shortcomings in reporting caused by my poor abilities in Spanish. I look forward to meeting more professional colleagues either by email or in person, and I expect to find out more about the two projects mentioned above as I correspond with Sr. Suárez; I recommend support for the Cuban archivists in these endeavors.

Frederick Lautzenheiser
Editor, *Ohio Archivist*



Beautiful Baroque window on the façade of the National Archives building

The archival collections of The John M. Ashbrook Center for Public Affairs at Ashland University

The John M. Ashbrook Center for Public Affairs focuses on teaching public affairs and government to political science students at the University. It was established in 1983 upon the death of Republican Congressman John M. Ashbrook, who represented the 17th District of Ohio in the U.S. House of Representatives from 1960 to 1982. In 1984 his papers (305 linear feet) were formally transferred to Ashland University.

In 1992, the archives for the Ashbrook Center was established and began the task of processing and making available the research material found here. The main collecting focus of the Ashbrook Center Archives is 20th-century conservative politics and public affairs. Since 1992, several additional collections of papers have been received. These records include the papers of the following individuals.

Victor Lasky (1918-1990) lived in Washington, D.C. and was a syndicated newspaper writer, author and conservative commentator for several radio stations in the Washington area. Some of the books he wrote include *J. F. K.: The Man and the Myth* (1963); *It Didn't Start with Watergate* (1977), *The Ugly Russian* (1965) and *Never Complain, Never Explain: the Story of Henry Ford II* (1981). His collection (90

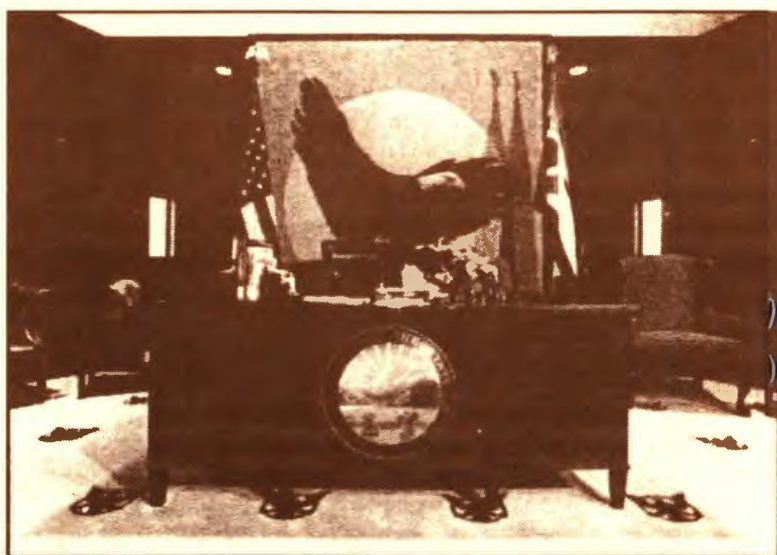


Dr. Charles Parton with Margaret Thatcher

linear feet) includes correspondence files, research notes, book manuscripts, and publicity material.

Roger Allen Moore (1931-1990), a lawyer from Boston, served as chairman of the board for *National Review* magazine. In 1984, he was appointed general counsel for the Reagan-Bush campaign. His papers at Ashland (4 linear feet) cover the years 1950 to 1960 and deal with Republican political campaigns for the State of Massachusetts.

F. Clifton White (1918-1993), who lived in Greenwich, Connecticut, was the Director of the Ashbrook Center from 1984 to 1993. Mr. White was a political consultant and public affairs advisor to numerous candidates and companies. Some of his noteworthy campaigns include the 1964 "Draft Barry



Replica of John Ashbrook's Washington office

Congressman John M. Ashbrook was one of the founders of contemporary conservative politics in the United States; his ideas and vigor provided its vision and momentum. He was a principled and outspoken advocate of conservative policies and principles throughout his life, from his work in the Draft Goldwater movement in 1963 to his assistance as organizer and initial member of the Reagan-for-President Committee in 1976 and 1980.

Born September 21, 1928 at Johnstown, Ohio, to Congressman and Mrs. William A. Ashbrook, he graduated from Johnstown High School in 1946 and served in the Navy until 1948, during which time he was a member of the Byrd Antarctic Expedition from 1946 to 1947. Graduating with honors from Harvard with a B.A. in 1952, he received his J.D. from the Ohio State Law School in 1955. He became the publisher of *The Johnstown Independent* in 1953, an activity he said he always preferred to his political ones.

His political career began in 1956 with his election to the Ohio General Assembly as its next-to-youngest legislator. He entered national politics in 1960 upon election to the House of Representatives. He was reelected to succeeding Congresses from Ohio's 17th District

and died on the grueling campaign trail on April 24, 1982.

The Ashbrook Center was inaugurated on May 9, 1983 by President Ronald Reagan. The Ashbrook family and friends determined that the best memorial to the Congressman would be a university-based institute for the study of public

affairs. Ashland University was selected because of its long-standing liberal arts tradition, its location in John Ashbrook's Congressional district, and its enthusiasm for integrating the Center into its academic programs. Funding for the Center is provided entirely through direct charitable contributions.

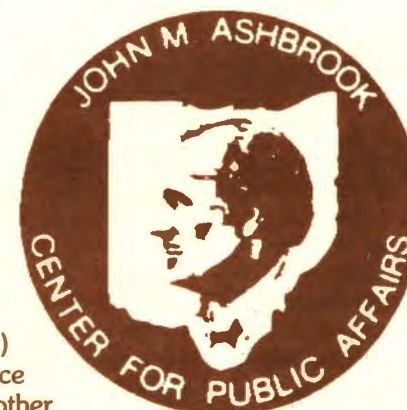
The Ashbrook Center is devoted to the study, research, discussion, and perpetuation of the great tradition of America, at the core of which are the principles and practice of American constitutional government and politics. The Center's programs are directed to the defense of individual liberty, limited constitutional government and civic morality. As part of its activities, the Center sponsors the Ashbrook Scholarship program, publishes scholarly monographs

and books, and hosts the Major Issues Lecture Series and other academic forums each year on contemporary political and scholarly issues.



John M. Ashbrook with Reagan in 1978

PHOTOS/THE ASHBROOK CENTER



Goldwater for President" campaign and the 1980 and 1984 Ronald Reagan presidential campaigns. The collection (30 lin. ft.) includes correspondence from these, plus several other campaigns. Also among the papers is a copy of the 1964 campaign movie "Choice," which was banned by the Republican Party because of its violent nature.

Thomas A. Van Meter (1943-1992) of Ashland served from 1973 to 1986 in both the Ohio House and Senate. In 1982 he was a Republican candidate for governor. These papers (210 linear feet) represent his work in both House and Senate and include some of his campaign material as well.

David Roepke, Ashland University

SOA MERIT AWARD NOMINATIONS

Please make suggestions for award winners to the Vice President, Ken Grossi. The awards are given on the following basis:

1. This award shall be given to individuals who have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year.
2. The Merit Awards shall not be limited to any one scope of endeavor which benefits the work of archivists in Ohio, or limited in the number of awards which may be presented each year.
3. The sole criterion for this award shall be excellence in the furtherance of the purposes of SOA as stated in Section 2, Part I of its *Constitution and Bylaws* in any manner considered appropriate by the Council of the Society of Ohio Archivists.
4. Council will encourage the membership of SOA to nominate individuals for the Merit Awards, and these nominations will be the basis for the Council's action in designating recipients.

Section 2, Part I: Purposes of the Society

The Society of Ohio Archivists is established to provide a means for individuals employed in archives and manuscripts repositories in the State to work together to promote the appreciation and preservation of the manuscripts and archival resources of the State; to make such collections more generally useful by encouraging and supporting the publication of finding aids; to improve standards of professional competence in the State's archival repositories; to pursue fruitful cooperation with professionals in related disciplines, such as historians and librarians; and to coordinate activities in the field in the State by exchange of information concerning collections and consultations on fields of collection interest.

Please keep in mind the Merit Awards not only for the fall meeting, but also for the spring 1996 meeting. Send your nominations to the Vice President, who is *ex officio* chairman of the Awards Committee:

Ken Grossi
Ohio State University Archives
209 Converse Hall
2121 Tuttle Park Place
Columbus, OH 43210



LISTSERV SAMPLER

ACCESS WHEN CLOSED—What should an archives with a limited staff do when the staff must close the archives for short periods of time due to illness, vacations, etc.? Just put a sign on the door? Should reference librarians provide access to the archives? Responses: Don't allow the librarians to offer temporary coverage of the archives; Provide no access except for the president or academic VP; Poor training of the temporary staff person means no security, put a "closed" sign on the door; Librarians are professionals, with a little training they can provide basic archival services; Don't post the hours the archives is open, allow research by appointment only; Ask researchers requiring in-depth assistance to return when the archivist is available; If you need to close on occasion, include that in your archives rules, because someone will be offended.

ADMISSION BROCHURES—Do you keep every publication that comes out of the admissions office? How do you organize it? Do you keep it all under the admission department or do you separate it according to the departmental program it is describing? Responses: Try to keep everything and file it by the office or program it is describing; Put specialized brochures under the appropriate department and general brochures under the admissions department, but don't keep copies of every form.

COLLEGE YEARBOOKS—How many copies of the college yearbooks should the archives keep? Responses: One copy for the archives, one for circulating; Two for the archives, one in the library, keep extras to give to donors; Keep five for use, display, etc; Give extras to the alumni office; Pull all copies of yearbooks with photographs of important people (like Bill Clinton) from the shelves or they will disappear.

U.S. ARCHIVIST—A long discussion concerning the selection of the U.S. Archivist with opinions such as: John Carlin is a politician, not an archivist which is what we need; We don't want an archivist beholden to the president or who is a political hack; Be realistic, NARA is a political agency, not a nonpartisan one; A nonpartisan leader is not possible; The archivist should be a leader with political savvy, not necessarily an archivist; The SAA Council is concerned with Carlin's partisanship and lack of archival knowledge.

Bush-Wilson Case—SAA's involvement in the Bush-Wilson case was a point of contention: SAA should at least give moral

support in the Bush-Wilson case through press releases, etc.; Only 2 percent of SAA members are NARA employees; If there are so few NARA members, why is SAA so reluctant to take a stand?; SAA needs a government relations committee that would give information, act as a liaison and advise Council; SAA has a Legal and Legislation Committee.

SAA and this Listserv—The value of this List as a SAA communication tool was debated: SAA should use this listserv to communicate better with both members and non-members; SAA could post Council agendas, minutes, job openings, etc.; The list is faster than a newsletter, but SAA couldn't respond to every message; This list is very contentious, so many people have left; SAA has been apathetic, the list is rather tame; The contentiousness makes the list interesting to read; List members need to consider their responses before posting them and give better evidence in support of their arguments.

ARCHITECTURAL DRAWINGS — Thoughts following the bombing of the Federal Building in Oklahoma City: Building details should be confidential; Require that the patron obtain permission from the building's owner before providing copies of the architectural drawings, the patrons will be understanding of this policy; Because of copyright restrictions, you may need to also get permission from the architect; The appropriate governmental agency must give permission before jail plans are given out; Access and copying restrictions should be included in the deed of gift; Archivists don't have the right to restrict access to or copying of architectural drawings just because they feel it's the thing to do.

ARCHIVAL MATERIALS IN THE LIBRARY CATALOG—Should archival materials be available on the library's on-line public access catalog (OPAC)? Responses: This depends on the OPAC, will patrons be confused? How will it look?; Put collection level cataloging on the OPAC and the finding aids on gopher or WWW; Use the 555 field to state that guides are available in house or on-line; Putting archival materials on the OPAC reduces duplication and is easier to use because all information is in one place; Providing all information together makes it more obvious to the patrons; Putting the

archives on the library OPAC requires lots of cooperation from everyone!; The OPAC is a bibliographic tool, not a supplier of research information; Having to look through all the library items in order to find the archival materials is a problem; Have a separate OPAC archive because of the MARC AMC fields and the different authority work; Use a separate OPAC for manuscripts.

"FLAMES"—This spring the Archives Listserv saw a number of "flames" or personal attacks between participants. Some members offered rebuttals or denounced the character assassinations as wrong. Others tried to turn the discussion to professional matters or light-hearted topics.

MASCOTS—One light-hearted topic was the discussion of unusual school mascots, such as the Williams College Purple Cows, the Scottsdale Community College Artichokes, the UC-Santa Cruz Banana Slug and the Whitman College Fighting Missionaries.

PATRON SAINT—Participants also discussed who would be an appropriate patron saint of archivists. St. Lawrence, St. Kantpias and San Benito de Nursia were suggested, but Noah seemed to be the most popular choice. One person summed up Noah's qualifications in this way: "He had support from top management; he certainly knew a thing or two about appraisal and had a topnotch collection development policy (minus the unicorns); he had a disaster plan and gathered the necessary materials ahead of time (how many of us can say that?); I'm not sure about his descriptive tools, but he was great at arrangement; once the disaster was over, he facilitate[d] open access to the collection; and finally, he had the foresight to deal with non-textual, nonpaper-based, multimedia (DNA) records."

Numerous other interesting topics were discussed, including archival advisory committees, fees for images used in CD-ROMS, finding aids on the Internet, handicapped patrons, 16 mm vs. 35 mm microfilm, wax seals and a proposed SOA swimsuit calendar!

Anne Wittekind
Cincinnati Historical Society

To subscribe to the Archives Listserv, send an email message to listserv@miamiu.acs.muohio.edu with the message **SUBSCRIBE ARCHIVES** [your name] in the body of the message. To post a message to the list, send it in an email message to archives@miamiu.acs.muohio.edu.

SOA SESSION REPORTS

Cincinnati Historical Society • September 29-30, 1994

Thursday, April 6, 1995

Archives Library Information Center, National Archives & Records Administration

Lida Holland Churchville, NARA
Librarian

Lida Churchville introduced attendees to ALIC and gave an interesting account of its development. She began by saying that ALIC "hasn't done one thing for its public for the last eight months." With the audience baffled by this remark, she proceeded to explain the library's separation of its holdings and the move of part of them to Archives II. The National Archives' library began in 1934 with the archives itself; but in 1942 SAA set up a "Committee on Writings in Archives and Manuscripts." The National Archives began producing the annual bibliographies which appeared in the *American Archivist* up to 1980, when the list for 1978 came out. Serious staff cuts eliminated the bibliographies at this point, though NARS was able to go back and cover 1979-1982 somewhat. In the mid-1980s a series of studies and recommendations by NARA, SAA and others recommended a database and a national clearinghouse for archival, records management, and manuscripts information. A study by Victoria Walch suggested a modest and practical information center, preferably in NARA, which was realized as ALIC, launched in 1988.

The database began by covering monographs owned by NARA, but soon the focus changed to include books not in NARA libraries, as well as journal articles and abstracts. Chapters within composite works were listed, and the database grew until the library was able to produce specialized bibliographies.

In 1988, only two databases existed on the international scene, in Spain and Canada. The International Congress on Archives began exploring connections between these two; in 1991, ICA agreed that the US and Canada should work out a common communications format. This ended up with the two nations agreeing to put their databases on the internet. Our own Jennifer Songster-Burnett was very active in ALIC at the time, and she produced a subject and author index to *American Archivist*, 1938-1992. The library's new on-line catalog was still not running when the NARA move to the Ar-

chives II building interposed. Staffing cuts and the departure of experienced staff added to ALIC's problems, but now it is functioning fully again. Volunteers, and especially students, have made it possible to continue with a minimum of FTEs.

Ms. Churchville then gave a demonstration of ALIC's on-line database; articles from the *Ohio Archivist* were found in the ProCite database, as were the individual articles in the 25th anniversary book. A specialized bibliography on Cuba was produced as a demonstration. Ms. Churchville explained that the database, produced by public employees, is not under copyright and is in the public domain. She advised attendees that they could request a specialized bibliography on any information topic and receive a print-out through the mail. Requests can be made through the following: tel (L. Churchville): 301/713-6778; (Library): 301/713-6875; the Library does not have a general email address, but requestors can send messages to Ms. Churchville's own address: lida.churchville@arch2.nara.gov. She had a sample special bibliography ("pathfinder") on women's history and forms so that people could get on the ALIC mailing list.

Disaster Planning Made Easy

Dawne Dewey, Wright State
University; Ken Grossi, Ohio State
University; Miriam Kahn, MBK
Consulting

REPORTED BY VIRGINIA WEYGANDT,
CLARK COUNTY HISTORICAL SOCIETY

Disaster may strike at any time, and usually does at the most inconvenient moments: weekends, evenings, times when the senior administrative staff is gone to a conference. When disaster strikes, that is not the time to determine what needs to be done and who will do it.

All three presenters agreed that it is likely that no disaster plan will ever reach completion. Changes in staff, the building, its collections or holdings, and/or recovery technology will necessitate changes in the plan. But all three presenters concurred that disaster planning is worthwhile and an essential component of collections management.

"Writing a disaster plan can be made easier if you read as much of the growing literature on the subject as possible, attend workshops and seminars presented by ex-

perts on disaster planning and recovery, and examine plans already in place in libraries and archives similar to your own," asserted Dawne Dewey, WSU archivist. Other than an occasional burst water pipe, a leaky skylight, and a fire in what was known as the "morgue," Wright State University has experienced no major disaster. But Bob Smith, Head of Special Collections and Archives at WSU, was very familiar with disasters. He was part of the recovery efforts at both Central State and Sinclair Community College. From his firsthand experience, he knew what a real disaster could do to collections, and that it was past time for Wright State to have a disaster plan of its own.

The Archives and Special Collections at Wright State are located in the University's Dunbar Library. Although the library administration knew that a disaster plan was necessary, they had never directed anyone to write one. Without an administrative mandate, Bob and Dawne decided to attend workshops offered by the Ohio Preservation Council and to begin to draft a plan. After several revisions and a year-long effort, a preliminary plan, containing both the rationale for disaster planning and the practical "what to do first when disaster strikes," has been handed over to the library administration for final approval. The plan covers both academic libraries on Wright State's campus. Staff training will begin after the plan is approved.

The Ohio State University is also currently operating under a disaster plan draft which was begun in 1989. Like WSU, OSU has had several minor disasters, but no major ones. But unlike WSU, OSU's disaster planning problems were compounded by size: 16 library buildings spread across the campus, one and a half million books in the main library alone; buildings with design flaws; and 500 student volunteers. OSU's library administration recognized the need for disaster planning and formed a committee to identify and recommend procedures, rank the collections in order of importance, contact authorities in other parts of the university, compile directories of services, recommend the purchase of supplies, etc. In addition, the committee worked with the university's legal and insurance representatives to determine how to handle the public in case of a disaster and the legal ramifications of any procedures. Ken Grossi emphasized that training for students, staff, and the disaster team is the most crucial component of any disaster plan.

Miriam Kahn of MBK Consulting agreed. Miriam received her disaster training "from the ground up": two library fires, four leaks in

the government records office, Hurricane Andrew, and a water main break at a Cleveland bank. From her experiences, she recommends that any disaster plan should be clear, simple, and concise and at a minimum clearly delineate staff, team, and student responsibilities, give directions on how to stop the disaster (in the case of fire or flood), contain floor plans, describe how to evacuate the building, and ensure public, staff, and volunteer safety during the disaster and cleanup phases. Disaster planning should also include recovery considerations such as relocation to a backup site, estimates of how long the facility will need to be closed, and who will inform the public and suppliers.

Don't wait for a disaster to strike! Although you may never have a definitive disaster plan, don't let administrative apathy or the pressure of day-to-day responsibilities keep you from planning. "We may never have to use this plan, but if we do, we want it to be a good one. We want it to work." (Dawne Dewey, WSU)

The Student and Paraprofessional Staff

Charles Arp, Ohio Historical Society; Joanne Sawyer, Hiram College

Joanne Sawyer spoke about her experience using undergraduate students in a small private college. In contrast to some institutions, she uses only undergraduate students. The four main functions of personnel administration are: hiring, task assignment, skill development, and evaluation. Because Hiram is an educational institution, the Office of Student Financial Aid plays an important role in deciding who can be hired. Ms. Sawyer herself works only 30 hours; she tries to get two students—one for his/her full financial aid allocation and another for a half allocation. The problem of hiring then moves to selection; most students at Hiram tend to be self-selecting, and this is an advantage. The Archives maintains close ties with the English and History Departments, and students are referred by faculty or previous student assistants. This system results in good matches, with only two students ever having been troublesome. Both of these were referred by library staff, and the latter have been asked not to refer any more students. Ms. Sawyer keeps a job description to help in interviewing. She does not use a written application because at Hiram, there are only a couple days when the hiring process can take place. The students must locate their positions and the Archives has to find someone in this short time, so verbal interviews are the only feasible method. Criteria include an aptitude for archival work (the most important criterion), evidenced by exactitude and organizational

skills; good writing skills; and consistency in thinking.

Since Ms. Sawyer often has students who continue to work in the Archives in following years, she tries to select first or second-year students and begins by assigning them small, easy projects, moving into real processing later. She starts with a tour of the Archives, where their comments can reveal aptitudes and interests. Since the students tend to return, she tries to overlap a senior and a freshman where possible, for continuity. Internships are a problem; although they are made available at Hiram, the students doing them tend to be ambitious and thus dissatisfied with ordinary work. They want to process the "cream of the crop" collections; the time requirements for an internship are enormous, making scheduling a problem. A paper is required, and the student often ends up doing the paper on Archives time. The types of tasks assigned can be almost anything, especially for the better students. Their skills develop very well, and they can end up doing processing, reference, conservation, and even exhibits; and very good ones can keep the reference desk going when the archivist is out.

Evaluation at most institutions is formal; Hiram has written forms to be used. Recently, supervisors have been warned against giving bad references unless plenty of written evidence is available. A prescribed number of verbal and written warnings have to go into the record for poor workers. Ms. Sawyer tries to find ways of rewarding good work; since raises are out, a pat on the back, holiday perks, or taking someone out to lunch have to suffice.

Charles Arp spoke about experience with volunteers at the Ohio Historical Society. They are valuable and economical, but require lots of attention. Tasks have to be suited to the individual; giving people jobs they can't do is disastrous. Whether a volunteer program is worth it depends on what jobs are available—e.g., reference work is a good place for students, but the conservation lab would be off limits to volunteers because the length of training would be prohibitive. One has to be careful about people with experience in one area; they can begin to feel like experts in this and resent doing other work. Someone who works well in every task can be rewarded by assigning tasks in his/her favorite area. The question of volunteers with disabilities was brought up. The minus side is that they require a longer training period and they need the understanding of other employees and even the patrons. Management sometimes balks at using people with disabilities because if they don't work out, it is impossible to ask them to leave. Students are a problem; if they are still there after three weeks, they are "long term."

The Motorcycle Heritage Museum

Jim Rogers, Motorcycle Heritage Museum

REPORTED BY GINNY WELTON

In 1992, the Museum purchased some portions of the Schwinn Company archives that deal with motorcycles. Schwinn made motorcycles between 1910 and 1931, and, in addition to marketing its own bikes, it also purchased two other motorcycle companies, Excelsior and Henderson.

The Motorcycle Heritage Museum purchased these papers without really knowing what they contained. This material seemed to have been packed in crates in a very haphazard manner, and the crates were probably not opened again. The majority of the material had never been catalogued by Schwinn. The collection contained owner's manuals, parts lists, financial and legal records, and an almost complete set of motorcycle and bicycle trade journals for 1905-1925. Perhaps the most striking part of the collection were the drawings for prototype motorcycles, done in pen and ink on linen. Some of these are full frame drawings.

The collection presented problems because most of it had never been catalogued, and also because of the lack of order in the crates. Some important documents were found hidden in piles of papers. They had to be regrouped according to type. The Museum has barely begun this project and hopes to make this material, especially the drawings, available on CD-ROM in the future. In the meantime, a new exhibit was to open in May featuring both rare motorcycles and an archival display with some of the drawings.

James Thurber in Columbus

Gerie Moulton, Thurber House; Geoff Smith, Ohio State University

Gerie Moulton works for the Thurber House in the summer when her academic career is not active. The house serves as a home for present-day writers. Its archives started with four boxes of material, and it is still mostly concerned with the house itself rather than with Thurber materials. A new Thurber Center opened over a year ago, and the collections at Ohio State University are the place to go for the actual Thurber papers. The Thurber House collection is not yet officially open, but it has already been used by people interested in remodeling old houses. It includes papers, as well as slides, negatives, and before-and-

after drawings of the house renovation. The Director, Don Vickers, is still working on a policy for the use of the archives, and it is still very much a work-in-progress. One interesting aside is that there is supposed to be a ghost on the third floor, which some of the resident writers have reported seeing and hearing, although that floor has been completely redone and looks nothing like it did before.

Geoff Smith began by stating that the Thurber House has a lot of living writers and living people, but that the "archives are for the dead stuff." Ohio State has the largest collection of James Thurber papers and memorabilia; this collection is also the university's largest collection, and the most popular for the past three decades. Holdings include over 20,000 pages of manuscripts, mostly from the 1940s and later. Although Thurber's career began in the 1920s, he had no sentimental attachment to his papers, and got rid of most of them before others could save them. Smith described Thurber as being very myopic, always writing in longhand in enormous script, with sometimes no more than a dozen words on a page. In addition to extensive correspondence, there are over 400 drawings, some unpublished, in India ink, dating from the 1930s through the 1950s. A unique holding is the group of Sandy Hook drawings. These are drawings on plasterboard in the Sandy Hook home bought in 1931 when the Thurbers' only child, Rosemary, was born. The inhabitants of the house took the wallpaper off and discovered drawings, later contacting a television group which did a story on them. The drawings were cut out of their original positions in the house and are now in the OSU collection. Juvenilia are part of the collection, including grade cards, the high school class prophecy, and mementos of Thurber's work in theater at OSU.

Besides primary sources, all first printings of books, as well as variants, are held, as well as numerous other secondary sources, including the definitive bibliography published by OSU in 1965. Recordings in the archives include reminiscences of friends and relatives. The University is still purchasing items (e.g., three drawings last February); although original material is becoming less available, a large endowment keeps the collection actively searching for additions.

Conservation is a major activity, including work such as re-mastering audio materials, deacidification, and framing of fragile materials such as the Sandy Hook drawings. Collection staff have a very good rapport with the Thurber family. Rosemary herself is active and her daughter has visited; the family holds copyright and answers all requests concerning reproduction or other copyright-related issues. The family still has material of its own as well.

The collection is housed in the main library at OSU and is available for research from 9 to 5 Monday through Friday. On-line access through the internet is coming soon.

Freda Koch Memorial National Camp Meeting Museum

Mark Curtis, the Museum

REPORTED BY DIANE MALLSTROM

The Lancaster Methodist Campground has operated continuously since 1873 and is a historic district listed on the National Register of Historic Places.

Mr. Curtis presented a slide show focusing on the "Five Archival Treasures." The first was *natural*—The beautiful Hockhocking River and virgin forest. The second was *architectural*—the historic structures, including the tabernacle built in 1879 and Davis Auditorium, which will be having its centennial celebration August 11th and 12th. The third consisted of *artifacts*—three-dimensional objects, including a pulpit built for Billy Sunday. The fourth treasure was made up of *documents and photographs*—correspondence and photos from the beginning of the campground. The fifth was *human*—several families living on the Lancaster Methodist Campground are from the third and fourth generations. Many of the cottages are passed down through the families.

Ohio Genealogical Society

Mary Bowman, President, OGS

Mary Bowman gave an information-packed session on all aspects of the Ohio Genealogical Society, which with its 101 chapters and over 6400 members is the largest state genealogical society in the country. It is a nonprofit organization ("that means we're poor") that provides a great number of services to members, but also to others. Headquarters in Mansfield are housed in an 1892 Victorian mansion, which has all the problems one would expect of an old building. The OGS library is also an archives, with large holdings of primary sources. The society's mission is to educate members and the public in sound methods of studying family history. The other two parts of its mission are preserving genealogical and local history, and finally, the dissemination of information. Out of the operating budget, only a small part goes to the library, which has an acquisitions budget of \$4000 to \$7000. Many of its materials, however, are donated, which is the major way to build the collection. The

collection policy in the past included neighboring states; however, from now on it will concentrate on Ohio only; it will accept donations of out-of-state material, but will only purchase Ohio items.

The librarian is the only staff member, although there is a part-time secretary. The Society has a full-time office manager, but he does know the collection and thus assists in the library as well.

The library does not have the facilities to keep a great deal of paper, so it concentrates on microfilm and microfiche holdings as much as possible. It also undertakes large projects, mainly indexing work; two of these big projects were the index to the 1880 census and the index to early Ohio marriages (still in process). Several features of OGS are unique. One is the enormous number of family histories; these vary in their sophistication, and there are thousands of them. When the library receives one, if it has no index, one is made; it then goes into the database. There is also a large collection of five-generation family charts with every-name indexes. These indexes also help researchers to see who else is working on a particular line and thus avoid duplication of work. The library holds one of the largest collections of family Bibles in the state, as well as the unique collection of First Families of Ohio, a lineage society. Microfilm and originals are kept of all applications, including duplicates of original documents; these show the residence of ancestors in the state by 1820. County archives may want to get copies of these, as they have so many researchers (around 70 percent) who are genealogists. There are also a variety of "personal data files"—family group sheets, five-generation charts, and series of letters. There is an index to these materials as well, which provides good access, which is usually quite difficult to obtain with this sort of record. There is an every-name index to the vertical file. The library collects biographies—whether in local histories, biographical sketches, or ones in manuscript. (All the Bowman inquiries the speaker receives—neither she nor her husband has any Ohio family connections—end up here). Papers of fraternal organizations and businesses—"anything that has a name, date and a place in it"—are found here, even printed sources such as Masonic publications, which may not exist in other archives. Another unique source are the files of the 101 local chapters of OGS, which include newsletters, archival files, awards, and miscellanea. A project being done by the Florida OGS chapter ("The Florida Obit Angels") is the collection of obituaries of Ohio people in Florida.

At the time of the meeting, equipment was being purchased to permit the Society to be on-line and on the internet; connections were to be made to OCLC and other networks. A master index was planned, which would be much like the IGI, and an index to manuscripts

material NOT in the LDS files is also planned, along with new databases (e.g., the 1880 census). Some lines will be available only to members, but others to everyone.

The library is open to everybody, though there is a fee for nonmembers. The library staff answers over 3000 mail requests a year. Most reference is volunteer, and it can include fax service.

One of the aims of the Society is to recognize and support archival work in Ohio and nationally. OGS wants a firmer relationship with archivists, since "we see your work as our future." If archives need indexing done, there is a lot of experience in this line of work available through cooperation with OGS or its chapters.

In the question and answer period, Ms. Bowman said that a good way for an archivist to learn about genealogy is to read Val Greenwood's guide to genealogy or attend OGS conferences and seminars. Services for African-Americans are available through some local chapters, for example, in Columbus, although this is in progress and has not yet been fully programmed.

Friday, April 7, 1995

Scheduling Electronic Records

Raimund Goerler & Steven McDonald, Ohio State University;
Patrick O'Brien, Ohio Historical Society

Steve McDonald is the attorney at OSU responsible for handling the issue of public access to records. He distributed a handout containing the main sections of the Ohio Revised Code which cover records, and then reviewed each section for the attendees. His discussion referred mainly to public records of the state. Chapter 149 of the ORC contains the broad outlines for records. The definition of a "record" (149.011) is meant to be broad. To illustrate, Mr. McDonald held up a piece of bog iron 300 million years old and described how it fit the official Ohio definition of a record! It was obvious that electronic records clearly fall within the Ohio definition. Other parts described requirements for records: the Department of Administrative Services (DAS) and the State Archives are responsible for most state agencies, although state universities no longer fall in this category. Institutions are instructed only to keep things documenting what their business is, but once the record is created it cannot be destroyed until the records are scheduled. (Again, this is for state agencies.)

Chapter 9.01 deals with the form in which the record is kept. In whatever form it may be, the information must be accessible to the public; so if we choose to keep electronic

records in their original form, we must keep the hardware to read them. The public access issue is dealt with in Chapter 149. Public records are defined in a broad way, but certain exceptions are made: medical records, trial preparation records, some police records. These exceptions are very few and very narrowly defined, so most records are public. Again, with access, form is not as important as content is. Repositories can charge users the cost of materials, but not the cost of the record keeper's time for reproduction and research.

The question of email came up. It probably is a public record; if pushed, this would create numberless headaches. At OSU, there are over 2 million email messages a week, but a lot of these do get "caught" in various places. How they are expected to be preserved is anyone's guess. McDonald said that under current statutes, it is impossible to make sense of the law. He then discussed Ohio rules of evidence. To get a record into evidence, one has to show it is authentic—it is the original or a certified copy—and to prove when it was created. This is easy with traditional paper records but impossible with electronic ones, since there is no "original." Only if there is a proper records management program will proof be possible.

Rai Goerler discussed "the records retention schedule in the day of electronic records." The University Archives reviews existing schedules each year and reminds offices to hand over or destroy records that are due for disposal. The records schedules include a description of the records and assign responsibility for them. Certificates of disposal show destruction dates as part of a program (i.e., not in anticipation of a trial, etc.). Electronic records are a problem because it is hard to assign responsibility for records that are all over the place and at the same time, nowhere, since they do not exist as a physical entity. Authenticity is only shown by embedded context. Filing is virtual, not real—in what office is an email message filed? Scheduling these records begins with a description, which, however, needs systems (which perform functions), not titles of series. Someone has to be responsible for maintaining the systems so the records are still readable years from now—conversion or maintenance of old hardware and software are the options.

There are two new entities on the scene that should help. First is the *chief information officer*, which at OSU, as probably in other places, developed as computing moved from the mainframe to PCs to networks. Someone was needed to coordinate the choice of software and hardware in order to promote compatibility and lessen duplication of effort. Heretofore it had been "an orchestra of computers without a conductor." At OSU this title is held by a Senior Associate Provost; as an upper administrator, he gets the recognition from the institution that this involves a big investment. He is the authority over all computing and has the power to transform

guidelines into policies. There are programs in each state which can help people in setting up orderly administrative systems—REN in Ohio; models being developed at the University of Pittsburgh; and the Committee on Institutional Data at Indiana University.

The CIO should also motivate *business reengineering*, the other new trend that will help us overcome the electronic problem. This is a holistic reexamination of the business processes of an organization. Unlike past applications of computerization to organizations, it is an interdepartmental rethinking of old habits. Existing processes should be questioned by the constituent parts of the institution sitting together, shedding traditional lines of authority. This "questions the present and identifies the ideal." Records retention scheduling will continue to be necessary, but the process needs to change to something addressing systems functioning now.

Pat O'Brien discussed this very topic—the reengineering of the records scheduling process. Before this can take place, there are several essential steps. First is a business function analysis. The functions and purpose of the organization need to be determined by means of mission statements. A records inventory will then show the various places where the records of different areas are kept. Then functional requirements need to be established. Organizational rules need to be written down. All system transactions need to be documented, so that we can tell if someone has altered something. The system needs to be exportable and usable, because we need to be able to work from it in the future.

Possibly the biggest problem is that archivists are not sophisticated enough in their computer knowledge to talk to systems people; they should learn more about computers. Once the records which are permanently valuable are identified, the record keepers need to establish a good working relationship with the systems personnel, who are going to end up being the actual custodians of the records. An excellent paper on the functional requirements of recordkeeping was written at the University of Pittsburgh and was reprinted in David Bearman's *Archives and Museum Informatics*, 1994, Issue 4.

Exhibits in and for the Archives

Barbara Floyd, University of Toledo; Randy Gooden, Youngstown Center of Industry & Labor; Barbara Jenkins, National Institute of Occupational Health & Safety.

REPORTED BY BERTHA IHNAT,
OHIO STATE UNIVERSITY ARCHIVES

Barbara Floyd discussed historical exhibits from the early (19th century) World's Fairs

to the U. S. Bicentennial and present times. She pointed out that historical exhibits publicize materials which the public often does not see; promote what archives are doing; educate the public by using a theme to tell an interesting story; and often commemorate an important event. These exhibits should be part of the institution's overall plan because it takes time, money, and skill to do them. The exhibit area should be large enough to accommodate crowds; be a secure area to eliminate undue risk to the materials; and have proper environmental conditions for any fragile material used. Publicity about the exhibit is important and often results in lasting products, such as a poster, booklet, or a walking tour guide. In developing the exhibit, the important considerations are: where it is to be held; who your audience will be; and developing your topic or theme so it appeals to your audience.

Using slides, Barbara Jenkins took us through the steps she used to create an exhibit of 1930s, 1940s and 1950s industrial hygiene photographs. They were displayed in a well-used corridor of their office building. From a collection of 1000 photographs, she had to choose 15 to 20 which would "showcase historically the strongest pictures in this collection." She got input from her fellow workers, whom she called "visual thinkers." In some cases the original print was used, because for her, the object itself is most important. A newsletter about the exhibit and the assistance of various staff members made her display of photos a success.

Randy Gooden talked about his experiences in 1987, when he was involved in setting up an exhibit at West Virginia University in conjunction with the State of West Virginia's birthday celebration. The talents, enthusiasm, and availability of staff members were considered as they prepared to set up the display. A place was chosen that had high visibility, space accommodations, and a safe and secure environment. As to when it would be held, a high traffic time (like homecoming or parents' weekend) was chosen. The variety of materials used to interpret the theme included display cases, walls, partitions, photographs, and audiovisual equipment. Doing this exhibit helped to advertise and promote their collections. It also enhanced the staff's knowledge of items in the University Archives' collections. They even discovered that some of the items needed conservation work. The staff felt an evaluation of the completed exhibit was important and that recording it on videotape and/or slides was a good way to document what they had done.

Civil War Sources at the Cincinnati Historical Society, the Ohio Historical Society, and the Western Reserve Historical Society

Laura Chace, CHS; Gary Arnold, OHS; Anne Sindelar, WRHS

Gary Arnold, chief bibliographer and reference specialist at OHS, spoke on that institution's Civil War guide project. Ohio was third (after New York and Pennsylvania) in the number of men it contributed to the Civil War, and OHS has at least 1175 collections containing material on the war, although when the project is done, there may be as many as 1300! Mr. Arnold has a working list or guide sheet available for mailing. The archivists narrowed down the 1175 collections to 30 major ones with which to start the project. The first collection on the list is No. 147, which is probably the most important. This collection consists of correspondence of the Adjutant General's office and contains over 45,000 letters elucidating such things as the problems of raising troops, how to supply them, and how they were to be paid. A handout with copies of letters was extremely interesting in showing the practical problems of the volunteer army. Series 147 also became the first scanning project in the Archives. Eventually there will be a description of each letter, and a new calendar will be generated. (The old one contains descriptions that are so short as to be useless.) A slide show demonstrated some of the excellent photographic material that is also being included in the project.

Laura Chace, Librarian of the Cincinnati Historical Society, handed out a list of collections there which deal with the Civil War, as well as a second handout detailing some of those which were the most striking. These included the photo collection of Edward Mead, professor of organ at Miami University, who died in the 1970s. He and his family had collected 125 photos, some by famous photographers such as Brady and Gardner, including one of Brady's field studio. CHS owns material on such fascinating characters as Alfred Swing, who made blue pencil sketches of things he saw, but who was unable to deal with the war and ended up in an Evansville, Indiana hospital; Andrew Hickenlooper, the hero of Shiloh; and Elizabeth Van Loo, who lived in a mansion across from Libby Prison in Richmond, was a spy for the North, and was ostracized by the population of Richmond, being supported at the end of her life only by the Revere family of Massachusetts (descendants of Paul), who even imported a tombstone for her from their home state. The Richard Crane collection of envelopes contains decorative patriotic and propagandistic

covers so heavily ornamented that there was hardly room for an address. The collection also has Lincoln's draft of his amnesty proclamation, purchased by Ohio Senator John Sherman at the Great Western Sanitary Fair, a charitable fund raiser in Cincinnati. Another wonderful item is George Benson Fox's reminiscences as a commander of a group in the 75th Ohio Volunteer Infantry. This account was finished in 1874 and comprised over a thousand pages; it was donated by his grandson in the 1970s. The papers of Thomas Smith from Warren County are also very revealing. Smith raised a unit in late 1862; this regiment fell victim to every sort of nonmilitary calamity, eventually losing one thousand men—more than it started out with—to disease and natural disasters. Ms. Chace highlighted a few other collections as well.

Ann Sindelar described the acquisition of the enormous WRHS collection. William Pendleton Palmer, the president of American Steel and Wire around the turn of the century, also served as president of the Western Reserve Historical Society from 1913 to 1927. The collection he donated over a number of years starting in 1912 includes visual as well as textual records from both the United States and the Confederacy, and is stored in over 120 boxes and over 50 oversize volumes and packages. Palmer not only donated this huge collection, but also encouraged Cleveland families to donate.

A handout detailed a very extensive collection of secondary sources—rosters, atlases, field reports, and even collections of memos which go along with the primary sources. These are not yet on-line. The C.E. Dornbusch Collection is an annotated bibliography and a vital source for regimental histories.

Photo archives held by the Society are found in an extensive vertical file which is arranged by military units. There are four other major photo collections. The H.P. Moore Collection dates from 1862-1863; the New Hampshire photographer recorded forts, hospitals, and plantations in South Carolina. The Samuel Cooley Collection documents the coastal areas of Georgia and Florida; and the Hasenpeel Collection shows the activities of the Union army during the siege of Charleston and other actions in South Carolina.

The Civil War collections are heavily used, sometimes for movies such as "Glory," which treats the 54th Massachusetts (a black regiment), and for which uniform styles were copied from the WRHS photos. An outgrowth of this was the use of the collection in the PBS series "The Legend Continues." In the fracas between developers and history lovers over Johnson's Island in Ottawa County, evidence on the prisoner of war camp there was found in the collections, including the diary of one of the prisoners, maps, and aerial photos from the 1920s. School groups can find a lot of value, especially in such documents as the diary of William Grenell, with its humorous anecdotes.

NEWS NOTES

The **Ohio State University Archives** (as of this writing) is scheduled to move to new quarters, the university's book depository, in August. Richard Hite has left the Polar Archives to join the staff of the **Ohio Historical Society**. Rai Goerler has received tenure and has been promoted to the rank of associate professor. The Archives mounted an exhibition entitled "The Ohio State University, 1870-1995: 125 Years of History" in the Philip Sills Exhibit Hall in the University's main library. Themes of the exhibit were: the founding and early years, the beginning of the OSU libraries, and the University during the administrations of presidents William Oxley Thompson, George Washington Rightmire, Howard L. Bevis, Novice G. Fawcett, Harold Enarson, Edward Jennings, and E. Gordon Gee. The display also highlighted the historical celebrations of the past and the history of the Archives. Included in the display were the original scarlet and gray ribbons chosen as the University's colors. The Archives holds more than one million images, probably the largest repository of academic photographs in the U.S.

The **Ohio Genealogical Society** has started a genealogical bulletin board at 419/522-9230, with settings at ANSI 8-N-1. It currently includes OGS membership information, chapter addresses, and publications lists, and carries Fido echoes including NGS and the Tiny Tafel Exchange. The message area features Library Queries, Ask the Experts, County and Family divisions, and more. Services will expand as additional databases are prepared for the board.

Last April, the staff of the **Ohio Historical Society** began cataloging the nearly 3500 record series which make up the State Archives of Ohio and adding the resulting machine-readable bibliographic entries to the OCLC database. This major cataloging initiative, part of the Society's ongoing effort to facilitate access to the public records of Ohio, is scheduled to be completed in the year 2000. The first OCLC entries describe record series created by the Adjutant General of Ohio. Emily Hicks, a graduate of the University of Kentucky's School of Library and Information Science, and Richard Hite, formerly of OSU's Byrd Polar Research Center, are assigned to the project, which is funded by a capital appropriation from the State of Ohio.

Charles Arp took up his new duties as Assistant State Archivist of Ohio on May 30, succeeding John Stewart, who became State

Archivist of Alaska in September, 1994. A Marine Corps veteran and graduate of Ohio University with a master's degree in history, Charlie most recently served as head of the Research Services Department of the OHS. Jennifer Songster-Burnett, who managed the archives/library at the Youngstown Historical Center of Industry and Labor from October 1993 to June 1995, became the Ohio Historical Society's Curator of Audiovisuals on July 3. In this newly created position Jennifer will be responsible for administering the Society's large collection of prints, paintings, photographs, sound recordings, and motion picture films.

Plans for a major upgrade and reconfiguration of office, research, and cataloging areas on the third floor of the Ohio Historical Center are nearing completion. The 25-year-old center houses the State Archives and the main reading room and chief research collections of the OHS. The redesign includes a new self-service microfilm reading room and incorporates a series of architectural features that will improve the building's research environment and better enable the Archives/Library Division to achieve the long-term goals of its recent automation and electronic records initiatives. The rehab project is expected to begin late in the year.

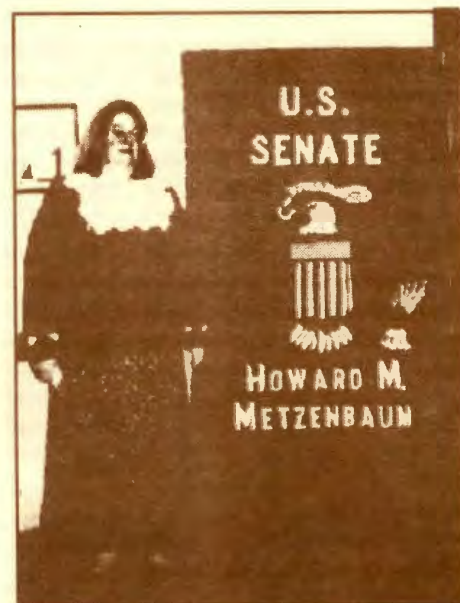
John Brannick and Judy Walker of the OHS recently introduced a new series of local government records workshops for public officials and employees. The presentations, the first of which were held at the Western Reserve Historical Society in Cleveland and at Wright State University in Dayton, outline and explain the process of setting up and maintaining an effective, ongoing records management program in county, township, municipal and school district offices.

A two-day planning conference funded by NHPRC and held last March under the auspices of The Ohio State University addressed the issue of electronic records generated in college and university settings. The conference is the first in a series of cooperative steps that will lead to the development of a model electronic records management program for institutions of higher education throughout Ohio.

Charles Arp is representing the Ohio Historical Society on the Ohio Supreme Court Records Management Task Force. The committee, which the high court formed several months ago, is charged with reviewing current recordkeeping practices in the state's judicial system and making recommendations that will promote greater effi-

ciency in the administration of court documents.

Recent accessions of the OHS include the papers of Rankin M. Gibson relating to his career as a labor arbitrator and Ohio Supreme Court justice (1953-1994); records documenting the banking and business interests of John Hough James and his son, John Henry James of Urbana, Ohio (1814-1907); Business and Government Regulation Section case files (1978-1989) of the Attorney General; administrative files of the Department of Mental Health (1983-1989); and subject files of the State Employee Compensation Board (1967-1989).



WRHS's Ann Ameling with wall hanging donated by Sen. Metzenbaum

PHOTOS/ETC. EDITORIAL SERVICES

Senator Howard M. Metzenbaum has selected the **Western Reserve Historical Society** to be the repository for the extensive political files covering his service in the U.S. Senate. A Cleveland attorney and businessman, Metzenbaum was appointed to fill an unexpired Senate term in 1974 and later served three full terms, from 1977 to 1995. He gained a reputation as a watchdog for American consumers, leading opposition to special interests and government waste. He used his parliamentary skills, knowledge of law and the Senate, and the work of his legislative staff to block some legislation, but won passage of bills supporting such issues as environmental protection, health care, gun control, workers' protection, civil rights, and banking reform. His committee assignments were numerous, and he chaired the Subcommittee on Labor, the Subcommittee on Anti-

trust, Monopolies, and Business Rights, and task forces on federal buildings and defense reinvestment. The collection, one of the largest ever accessioned, will take approximately two years to process and catalog.

Archives and Special Collections at **Ohio University** has received files from the campus AAUP chapter (4 cu. ft.), additional oil & gas production reports from Muskingum County (4 cu. ft., 1991-1994), the Robert A. McInnes undergraduate papers collection (1.5 cu. ft., 1981-1985), and a collection of mid-19th century letters to Athens businessman Franklin Foster, from early in his career (.1 cu. ft.).

In addition, Ohio University is mounting an exhibit on Cornelius Ryan at the Dublin (Ireland) Writer's Museum in August. Ryan was a native of Dublin.



Sen. Howard M. Metzenbaum chats with WRHS volunteer Paul Glenn (c) and former Senate candidate George Rhodes at the museum acceptance ceremony.

The **Cincinnati Historical Society's** library card catalog will be converted to an automated system with the help of grants from the Robert H. Reakirt Foundation (PNC Bank and Leonard A. Weakley, Co-Trustees) and the Josephine Schell Russell Charitable Trust. Along with donations from other friends, this represents about 45 percent of the goal for this project. In September, library personnel will begin the effort to convert approximately 33,500 records over the next three years; about 20,000 records of the book collection have already been converted. To facilitate the work, the library will close on weekday mornings beginning September 5, and new hours for the general public will be: Monday through Friday, noon to 5 PM and Saturday, 9 to 5. (Call 513/287-7030 for more information.)

The **Mahoning Valley Historical Society** has hired two part-time collections assistants. David Desimone is a master's degree candidate in public history at Kent State University, where he has had training in archives administration and public history. He has served internships at MVHS and the Youngstown Historical Center of Industry and Labor. Molly Ludt, a graduate in art history of Youngstown State University, has served internships at the Butler Institute of American Art and MVHS and was co-curator of an exhibit, "The Art of the Book," at the McDonough Museum of Art. David and Molly are Youngstown natives and will be working under both museum curator Susan Thompson and archivist Pamela Pletcher. The Society is in the process of publishing *Mahoning Memories: A History of Youngstown and Mahoning*

County, by Frederick Blue, William Jenkins, H. William Lawson, and Joan Reedy. The publication of this 192-page book was made possible by Youngstown State University, the 1996 Anniversary Commission, The Youngstown Foundation, and the Mahoning Valley Historical Society and is being sold through the Youngstown State University History Dept. For information call 216/743-2589.

The **Oberlin College Archives** is pleased to announce the opening of its WWW site

at: <http://www.oberlin.edu/~archive/>

The site contains general information regarding the Archives, with links to further information about its holdings; an outline of the classification scheme; finding guides to the collection; and a help page. The finding guides include a title page, biographical sketch/administrative history, scope and contents note, series descriptions, and an inventory. Also provided is an email address (archives_office@qmgate.cc.oberlin.edu), should site users have any questions or comments regarding archival holdings.

Several Ohio archivists appeared in the July issue of the SAA newsletter, *Archival Outlook*. Miriam Kahn has published a 70-page loose-leaf guide, *Disaster Response and*

Prevention for Computers and Data. It tells how to respond to a disaster involving water-damaged hardware and software. It includes diagrams and instructions for use during a disaster, as well as checklists to help in designing disaster plans. Contact Miriam Kahn at **MBK Consulting**, 614/239-8977 or email her at 711011.2573@compuserve.com

Julie Overton of the **Greene County District Library** contributed a large section of the advice on the topic "Ways to Gain Recognition from Your Resource Allocator." She has some very sound suggestions—one the editor noticed, which is often left out in standard academic discussions, is "Observe the REAL administrative chain of command..." (p. 24). How many times the pecking order is not what it seems on paper!

Martin Hauserman of the **Cleveland City Council Archives** provided an article on p. 27 entitled "Generating Interest in Your Archives." He describes briefly how the Archives was started in 1985 and goes on to show how he was able to get media attention while at the same time becoming well-known to City Council members. He provides good advice along with interesting illustrations from his experience.

CALENDAR

SEPT. 28-29: SOA Fall meeting, Ohio University, Athens. See front page article.

OCT. 8-14: Archives Week in Ohio (theme: "Letters Home", World War II). Contact George Bain, Ohio University, 614/593-2710.

OCT. 19-21: MAC fall meeting, Lawrence-Topeka, Kansas. Contacts: Patricia Michaelis (Kans. State H.S.) 913/296-2624 & Sheryl Williams (U. of Kans.) 913/841-7992.

OCT. 19-22: Oral History Association annual meeting, Milwaukee. Contact: Tim Ericson, U. of Wisconsin-Milwaukee, 414/229-6980, email t1e@gml.lib.uwm.edu

OCT. 22-25: ARMA International conference, Nashville. Contact 800/422-2762 extension 40, email: 76015.3151@Compuserve.com

NOV. 9-11: MARAC fall meeting, Wilmington, DE. Contact Jon Williams, Hagley Museum, 302/658-2400.

April 18-19, 1996: SOA spring meeting, Columbus.

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Diane Mallstrom, Secretary-Treasurer SOA, Kappa Kappa Gamma Fraternity, 530 East Town St., P.O. Box 38, Columbus, OH 43215.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the Spring number and July 1 for the Autumn number. All materials should be directed to:

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